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| VACANCY ANNOUNCEMENT |

As a federal enterprise, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its objectives in the field of international cooperation for sustainable development. We work in a variety of fields and support our cooperation partners in designing strategies and meeting their policy goals. GIZ Viet Nam is currently engaged in four priority areas: 1) Vocational training; 2) Environmental policy and sustainable natural resource use; 3) Energy; 4) Sustainable Economic Development. Gender equality is one of the key values of our company and of the work we do. Fostering gender equality in our project operation and our internal equal opportunity provisions are two strategic pillars of our corporate identity and policy. For further information please visit our website: [www.giz.de/viet-nam](http://www.giz.de/viet-nam).

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| The GIZ Energy Support Programme is working with the Ministry of Industry and Trade (MOIT) on the development of the energy sector in Viet Nam. The current technological focus is on solar power, wind power, bioenergy, energy access and energy efficiency and smart grid.  The Energy Support Programme (ESP) is looking for a EXTERNAL qualified candidate to fill the following position: |

**Senior Finance Controller**

Duty station: Ha Noi, Viet Nam

Duration: Starting ASAP from March 2025 for 3-year contract

**The Senior Finance Controller will perform the following tasks:**

Dialogue

* Advice to Cluster Coordinator and Sub-Cluster Managers on all questions related to financial management within the framework of GIZ’s quality-in line process/criteria as well as long-term financial strategies
* Reporting immediately to the Cluster Coordinator and the responsible Sub-Cluster Manager any potential overspending/underspending of the commission and/or annual budgets (cash flow/Barmittel) or any other problem on financial and accounting matters in the Cluster and projects
* Participation in the preparation of operational planning of projects and other entities of the Cluster
* Maintain a smooth and effective collaboration and communication with the Head of Administration & Finance of the Cluster in matters regarding financial management, budgeting and accounting problems etc.
* Assurance of smooth cooperation and communication with the GIZ Office in matters regarding financial management
* Participation in Sub-Cluster meetings and in meetings of the GIZ Vietnam Administration and Finance Officers to improve cooperation and exchange with regards to financial management and in order to improve the performance of Cluster projects on financial and administrative matter

**Financial Planning and Monitoring**

* Support to the Cluster Coordinator and Sub-Cluster Managers in the annual budgeting process (Barmittel), including the preparation and consolidation of annual budgets
* Continuous monitoring of the annual financial plans and budgets of the Cluster and its Sub-Clusters, including the monitoring of progress of disbursement
* Support to the preparation of cost estimation (Mengengerüst) for new and continuing commissions within the framework of the Cluster
* Ensure that Cluster projects meet required financial management and reporting standards
* Implementation of the cluster’s financial management system in accordance with the rules and regulations of GIZ
* Pro-active and continuous updating and further developing of existing financial monitoring systems in line with the requirements of the Cluster Coordinator and Sub-Cluster Managers
* Preparation of financial reports all projects of the Cluster, including to third party donors and counterparts
* Support Sub-Cluster Managers in KOMP monitoring for projects which require application of KOMP. Preparation of KOMP reports for projects of the Cluster
* Management and continuous improvement of the existing financial monitoring system for third-part commissions, in close cooperation with the Head of Administration & Finance of the Cluster as well as with responsible finance officers.
* Responsible for the implementation and maintenance of a proper and confidential filing system for financial documents
* Provide accurate and comprehensive financial information to the Cluster Coordinator for long-term financial strategies for the Cluster
* Provide recommendations to the Admin Officers – Contract and Procurements relating to the monitoring of disbursements and closing of the signed contracts, in consultation with the Head of Administration & Finance of the Cluster.

Support Cluster Coordinator, Sub-Cluster Managers and the Head of Administration and Finance of the Cluster in preparation and completion of the financial closing of all projects.

**Accounting**

* Responsible for the reporting on expenditures, costs and commitments including financial risk and efficiency assessments to the Cluster Coordinator and Sub-Cluster Managers
* Responsible for the monitoring of key indicators (receivables, liabilities, FIMO, etc.) and consulting quota and follow up with the finance officers relating to clearance of receivables and liabilities
* Monitoring of disbursement and recommendations regarding reallocation in the budget plan if necessary, in particular for BMU and EU-funded projects
* Monitoring expenditure and cost transactions booked to the system on monthly basis and in regular communication with F&A Officers of GIZ office relating to rebooking requests (if any)
* Initiate rebooking transactions (if required) in consultation with Cluster Coordinator and/or Sub-Cluster Managers and the Head of Administration & Finance of the Cluster

**Internal Control, Internal Audit and External Audit**

* Support to internal controls as well as internal and external audit prepared by the Head of Administration & Finance of the Cluster and her/his team
* Monitor the Monita and oversee the follow up of Recommendations/Error Sheets issued by GIZ Office Hanoi internal controls or by external auditors. Advice to the Head of Administration & Finance of the Cluster and her/his team how to deal with the recommendations and develop and support implementation of solutions for improvement.

**Other duties/additional tasks**

* Provision of advice on administrative procedures, accounting rules, procurement procedures and others in relation to administrative matters on a case-by-case basis
* Support of administrative staff in the Cluster, in particular finance officers, with regards to capacity development
* Assistance in and/or carry out other tasks according to needs, as assigned by the supervisor

**Minimum requirements:**

* Master’s degree or university degree in finance, accounting, business administration, economic or similar area;
* ACCA qualification would be an asset;
* At least 8 years’ professional experience in a comparable position with proven Financial Controlling experience;
* At least 5 years of working experience in an international NGO or an international company or in the private sector;
* In-depth knowledge of accounting software (SAP) and generally accepted accounting principles would be an asset
* Very good communication and interpersonal skills;
* Excellent advisory skills and financial management skills;
* Excellent proficiency in written and spoken English, knowledge of German would be an asset;
* Strong competence in MS Excel, Word, Accounting software, MS Teams
* Ability to handle confidential data and information appropriately;
* Dynamic, reliable, self-motivated, service-oriented and able to work under pressure;
* Willingness to upgrade skills as required by the tasks to be performed

**GIZ is committed to create an appreciative work environment, irrespective of age, ethnic background and nationality, gender and gender identity, physical and mental abilities, religion and worldview, sexual orientation and social background. We ensure human resource processes live up to the diverse competencies and talents of all employees, as well as satisfy our performance expectations.**

**What we can offer to the successful candidates:**

* **Good working environment**
* **Competitive compensation and benefit packages such as contribution of all compulsory insurances, providing with the additional health care, the annual health check-up and the 24-hours accident insurance.**
* **Covering all travel expenses with travel allowances when traveling on business**
* **And good policy on training and development**
* **And policy on flexible working time**

Interested qualified candidates are invited to send the **GIZ Application Form** in English, copies of relevant certificates and references, either by email (to [hr-giz@giz.de](mailto:hr-giz@giz.de)) or by post (to **GIZ Office Hanoi**, 6th Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam) before **17th February 2025.**

**Note:** Please state “**Application for the Senior Finance Controller\_ESP**” in the subject line or on the envelope. The short-listed candidates will be contacted within 4 weeks after the deadline. Telephone contact is not encouraged.

Please visit our page [Career Opportunities](https://www.giz.de/en/worldwide/109163.html) to download [the GIZ Application Form](https://www.giz.de/en/downloads_els/GIZ%20Application%20Form.doc) and further job opportunities.

To process your application, we collect and process data from you. You may read [Our Data Privacy Notice](https://www.giz.de/en/downloads_els/Data%20Privacy%20Note%20for%20the%20application%20process%20at%20GIZ%20Vietnam-update.pdf), which provides further information on the data we store, and about your rights, before you continue with your application.

**GIZ – YOUR PARTNER FOR A BETTER FUTURE**